MEMORANDUM FOR: Deputy Director (Support)

SUBJECT:

Reorganization of the Office of Special Support
Assistant to the Dopaty Missetor (Support) and
ED/S Compound Units Attached Thereto

- 1. This memorandes contains a recommendation for approval by the Deputy Director (Support). Such recommendation is contained in puragraph 4.
- 2. In furtherunes of my menoranhum of 8 August 1977 and subsequent discussions, it is recommended that the support heretefore rendered the SEA-ID/S by special units of the SEFfices of the Comptrollar, logistics and Furesumal be transferred to those Offices, and that the administrative-generalist staff of the SEA-ED/S be suggested us follows:
  - a. Position Be. 598, Personnal Officer, 66-15, be treesferred from the Office of Personnal to MA-MA/S, and that this position be re-established as Administrative Officer, 66-15, with a charge in Service Designation from SP to SA.
  - b. Position No. 1436, Administrative Services Officer, GS-11, be transferred from the Office of Logistics to the BSA-DD/S. This position should retain its present title and KL Cureer Designation.
  - e. Position No. 1437, Administrative Assistant, GS-7, betransferred from the Office of Logistics to the SGA-IB/S. This position should retain its present title with a change in Career Designation from SL to SA.
  - A. Position No. 433, Duiget and Fiscal Officer, 66-15, who transferred from the Office of the Comptroller to SMA-25/2.

    The present title and SF Corner Service Designation should be retained.
- e. Position No. b35, Secretary-Stame, 68-7, be transferred
  Defrom the Office of the Comptroller to the SML-SE/S, with a change
  in title to Administrative Assistant and change in Corner Service
  Designation from SF to MA.

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ARREAT Reorganisation of Office of SSA-DD/S

for the SSA-DD/S of five generalist-administrative positions, one budget and fiscal officer, one administrative services officer, and eight administrative assistant; secretarial, registry and alarical employees. Bub-units of the SSA-DD/S not changed by this reorganization are the Visual Aids Unit and Publications Control Unit, surmantly authorized eight and tem positions, respectively. This recipil positions through the return of these positions to the hams offices of the components concerned. The actual saving in positions resulting from this reorganization is dependent on the aspability of the ID/S components concerned to absorb within their offices the functions forwardy performed in special units attached to the SSA-ID/S.

h. It is recommended that you approve the transfer of positions thumbers 592, 1436, 1437, 433 and 635, as described above, and personnel celling to accommodate them.

Openial Support Assistant to the Departy Director (Support)

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